**City of Birchwood Village**

**Incidental Purchasing & Spending Policy**

**PURPOSE:** The purpose of this policy is to establish regulations pertaining to the incidental expenditure of City funds by staff, elected officials, and members of City boards and commissions.

**SECTION 1. DEFINITION OF “INCIDENTAL”.** For the purpose of this policy, an “incidental” purchase contains the following elements:

1. A dollar amount under $500.00 per incident.
2. The expenditure needs to be made in a timely manner and cannot wait for Council approval.
3. The expenditure is not considered to be for an emergency purpose e. g. water main break.
4. There are sufficient funds in the budgeted fund account for the expenditure.

**SECTION 2. AUTHORIZED AGENT.** The City Clerk is designated as the authorized agent for expenditures made under this policy. All proposed purchases under this policy are to be presented to the City Clerk for review of the request consistent with the elements listed in Section 1 of this Policy. No member of the City Council, nor any member of any City board and commission, is authorized to approve an incidental expense under this Policy. In the absence of the City Clerk, the City Treasurer is designated as the authorized agent for expenditures made under this Policy.

**SECTION 3. APPROVAL.** If the authorized agent finds that the proposed purchase is consistent with the elements listed in Section 1 of this Policy, he/she will authorize the expenditure up to a dollar amount of $500.00 per incident.

**SECTION 4. DENIAL.** If the authorized agent finds that the proposed purchase is not consistent with the elements listed in Section 1 of this Policy, he/she is required to deny approval of the expenditure.

**SECTION 5. APPEAL OF DENIAL.** Denials of incidental expenditures are appealable to the Mayor (or Deputy Mayor in the absence of the Mayor), who has the sole authority to reverse the decision of the City Clerk.

**SECTION 6. COUNCIL APPROVAL OF INCIDENTAL EXPENSES.** At the next regular meeting of the City Council where disbursements are approved, the Disbursement List will notate the incidental spending requests approved by the City Clerk. Said notation need not be segregated into a separate list.

**SECTION 7. ABUSE OF DISCRETION.** If the City Council finds that the City Clerk has abused the discretion vested in the position under this Policy, it has the right to amend the Policy consistent with abating the abuse, up to and including appointing another individual as authorized agent.

**SECTION 8. EFFECTIVE DATE.** This Policy shall become effective upon ratification by the City Council.

This policy has been approved by the City Council of the City of Birchwood Village, Washington County, Minnesota, this 8th day of February, 2011.

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Jane Harper, Acting Mayor

ATTEST:

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Dale Richard Powers, MA, AICP

City Clerk